

**TABLE OF ACTIONS FROM
HEALTH & SAFETY ASSURANCE COMMITTEE MEETING
HELD ON 17TH FEBRUARY 2021**

MINUTE REFERENCE	ACTION	LEAD	TIME SCALE	PROGRESS
HSAC (21)05	Review of Committee ToRs ToRs to be revised to reference the Health and Safety Assurance Committee's Work Programme rather than the Priority Improvement Plan.	MR/ SW		Completed.
HSAC (21)05	Review of Committee ToRs To populate the Committee's Work Programme to reflect the audit work undertaken by the Committee.	MR/ SW		Completed.
HSAC (21)05	Review of Committee ToRs To discuss the inclusion of the Director of Workforce and OD as an In Attendance Member of the Committee.	LG/ MR		Completed. Agreed that inclusion of the Deputy Director of Workforce and OD in the membership adequately represents workforce and occupational development elements
HSAC (21)05	Review of Committee ToRs To amend the In Attendance membership title of Chair of Staff Partnership Forum (SPF) to 'Staff-Side Representative (Health and Safety).	SW		Completed.
HSAC (21)05	Review of Committee ToRs To discuss Directorate representation on the Committee with the Board Secretary in order to map HSAC's reporting structure.	MR		Completed.

MINUTE REFERENCE	ACTION	LEAD	TIME SCALE	PROGRESS
HSAC (21)05	Review of Committee ToRs To agree amendments to the Committee's ToRs by Chair's Action for onward ratification by the Board on 25th March 2021.	JH		Completed: amendments to ToRs agreed by Chair's Action 08.03.21, and submitted to Board 25.03.21
HSAC (21)07	HSE Enforcement Action Update To look into HSAC's recommendation to ensure that all relevant risk assessments are regularly reviewed and are made available and clearly visible to staff members.	CB		Completed. The Head of Assurance and Risk, Head of H&S, and H&S Manager met with Ann Griffiths to discuss her concerns which were specifically related to the sharing of social distancing risk assessments. The H&S Team agreed to take forward a number of actions to address the issue which included direct communications with the service involved, a general reminder to services to review risk assessments and consult/share with staff, incorporate the importance of consulting and sharing risk assessments in Manager Health and Safety Training and to discuss this issue with the Heads of Quality Assurance and Clinical Audit to inform the development of a social distancing audit tool.
HSAC (21)08	H&S Report To make clear in the report that the Manual Handling Team is receiving additional support from workplace assessors and from retired staff members who have been introduced into the Team.	TH		Completed. TH confirmed staff have been employed to support the significant amount of training for the additional clinical staff employed during the COVID pandemic, reflected in report.
HSAC (21)09	Fire Safety Governance Review To include an update on the review on the agenda for the next Committee meeting scheduled for 10th May 2021.	SW/ RE		Completed: Fire Safety Governance review included on agenda for next meeting on 10 th May 2021.
HSAC (21)10	FENs Actions Update To include regular updates in relation to progress in managing the requirements of the FENs and LoFSMs on the agendas for future HSAC meetings.	SW		Completed: FENs actions included on Committee work programme for 2021/22.
HSAC (21)11	Smoke-Free Sites – Implementation of Legislation	MR		Completed: Members comments reflected in discussion of paper at ET on 24 th February 2021.

MINUTE REFERENCE	ACTION	LEAD	TIME SCALE	PROGRESS
	To forward Members' queries and comments relating to the implementation of Smoke-Free Legislation to Executive Team for consideration when discussing the formal approval of measures to support the introduction of the legislation.			
HSAC (21)14	Outcome of Review for Staff Testing Positive for COVID-19 To include ergonomic aspects linked to changes in staff working environments, on the agenda for a future meeting of the Committee.	MR/ SW		Completed: Included in H&S '6-Pack' standing agenda item.
HSAC (21)16	HSAC Work Plan 2020/21 A revised programme for 2021/22 to be shared with Members at the following meeting, to be held on 10th May 2021.	SW		Completed: Work Plan included on the agenda for meeting on 10th May 2021